



Job Description

Job Title: Receptionist / Administrative Assistant

Reports to: CFO

Approved by: ICAGeorgia Board

POSITION SUMMARY

The Receptionist / Administrative Assistant plays a critical role in presenting International Charter Academy of Georgia in its best possible manner. The Receptionist / Administrative Assistant often makes the first impression on our school, and therefore is required to maintain a high level of professionalism and personal standard of attitude, behavior, and appearance. S/he is responsible for providing the highest level of customer service, to internal and external members by managing the front desk console and interacting with employees, parents, visitors, and students. S/he will work closely with the Principal, CFO, Senior Operations Specialist and Executive Assistant to make sure that the general school operations functions including meeting parents, prospects, and visitors, coordinating internal and external schedules, administration, school safety and compliance.

ICAGeorgia seeks an energetic, organized, friendly, and committed Receptionist / Administrative Assistant who will assist school leadership in developing and implementing processes to ensure effective administration and organization and work collaboratively with faculty and staff members.

PRIMARY RESPONSIBILITIES

- Support the mission of International Charter Academy of Georgia
- Provide primary telephone coverage
- Greet and assist visitors using Check Mate
- Check in all tardy students using Check Mate and update student attendance
- Checks school emails, forward if necessary, and prepare responses
- Maintain Principal's and School Calendars
- Distribute incoming and process outgoing mail daily
- Communicate politely, effectively and in a timely matter with school faculty and staff, parents, students, and board members Assist with daily office operations
- Monitor any suspicious activities and report to authorities to ensure school safety as per safety procedures
- Create, modify, proofread various documents in English and Spanish using Microsoft Office
- Update and post school activities on social media
- Assist school marketing efforts
- Facilitate the School Lunch Program and Free & Reduced Lunch Program
- Coordinate staff meetings, school calendar, and newsletters
- Update the parent bulletin
- Order supplies
- Assist with coordination of volunteers and substitute teachers as needed
- Arrange security officers for school events
- Update and maintain school internal communication tools and improve communication efficiency and productivity with the Principal and CFO
- Copy and maintain forms
- Fill copier papers
- Keep clean and organized in the entrance, reception, meeting, and copier/kitchen room
- Assist Senior Operational Specialist in prospects, school tour, student registration process and enrollment/withdrawal process using Infinite Campus
- Work collaboratively with office support personnel and provide administrative/clerical support
- Perform all other duties as assigned by the Principal and CFO

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Proficiency in English
- Native-level Spanish skills preferred
- Computer literate and proficient in use of Windows, Excel, MS Word.
- Excellent oral and written communication skills.
- Excellent interpersonal skills
- Successful experience working in teams
- Use of critical thinking skills in decision making
- Ability to make logical and appropriate choices
- Ability to be accountable, knowledgeable, and transparent
- Self-starter, attentive to detail; must possess excellent organizational and proofreading skills
- Ability to maintain accurate records
- Detail oriented
- Be flexible and organized
- Positive, inclusive, and welcoming attitude
- A helpful, can-do, solutions-oriented demeanor
- Strong work ethic and professionalism

WORK ENVIRONMENT

Normal office environment. Occasional lifting of materials. Frequent telephone work. Ability to sit and work at a computer for long periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to work overtime as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

Position Type: Full-time

Employment Category: Non-Exempt

Salary Range: \$37,053.90 - \$61,858.80

Positions Available: 1

Job Category: Support Staff

To Apply: Interested candidates should send (1) a cover letter summarizing skills, experience, and interest. Please indicate if you are seeking part-time and/or full-time employment; (2) resume; and (3) the names, addresses, email addresses, and telephone numbers of at least three professional references to employment@internationalcharteracademy.org. Applications without these requirements will be considered incomplete.